

PRISM

Administrator's Reports

System Administrator's Training Workbook



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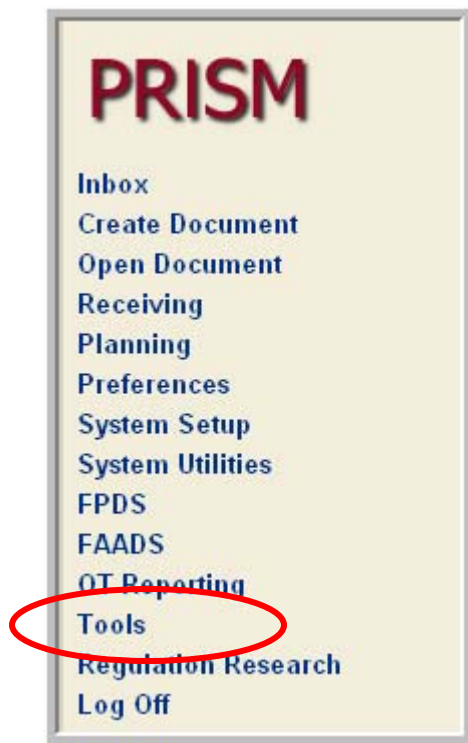
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Administrator's Reports

Select **Tools** on the Main menu, then **Administrators** to open the *Reports* page. This option is only available to and will only display for System Administrators.



Each report name is a hyperlink. Click to begin creating the report.



The following Web reports are available:

Report Name	Description
Audit Log Access Report	This report lists the user ID, audit log name, and date / time of execution each time the audit log is accessed.
Login Report	If Track Successful or Unsuccessful Login Attempts is selected under System Setup Sys Configuration Agency Login Security, this report displays all login attempts during a specified period of time for a specified user.
User Profile Change Report	This report lists each significant change to the user profile including user name, security group membership, approval levels, warrant levels, and roles.
System Security Change Report	This report lists each change to a system security configuration option and / or security group privilege including user ID, description of change, date/time of change.
Deletion Audit Log Report	This report enables you to view a list of documents that have been deleted from PRISM. It shows all the information you need to know about each deleted document in the list; the name of the document, the date and time the document was deleted, the version of the document, the document type, and who deleted it.
Unrelease Audit Log Report	This report enables you to view a list of documents that have been unreleased in PRISM. It shows all the information you need to know about each unreleased document in the list; the name of the document, the date and time the document was unreleased, the version of the document, the document type, and who unreleased it.
Release Without Validations Audit Report	This report enables you to view a list of documents in PRISM that have been released without validation. It shows all the information you need to know about each un-validated released document in the list; the name of the document, the date and time the document was released, the version of the document, the document type, and who released it.

All of the tables created for the above reports can be purged periodically as set up in Agency Setup.

Click the hyperlink to open a page where the user and dates can be selected. Setting report boundaries and viewing or printing the report is discussed in the Tools Chapter of the User Workbook.

The screenshot shows a web application window titled "PRISM" on the left and "AUDIT LOG ACCESS REPORT" on the right. The right pane contains a form with the following fields:

- Date Range:**
 - From:** A text input field with a calendar icon to its right.
 - To:** A text input field with a calendar icon to its right.
- Action By:** A text input field with a dropdown arrow icon to its right.
- Report Name:** A dropdown menu currently showing "All".

At the bottom right of the form are two buttons: "Display" and "Cancel".

When a report is selected, a page, such as the one above, will display where the user can enter parameters for the selected report. The dates are required for all report types. Enter the necessary information and click **Display** to open the report in Adobe Acrobat.

AUDIT LOG ACCESS REPORT				Page 1 of 1
Report Date:	10/20/2005	From:	10/1/2003	To: 10/20/2005
Requested By:	Albert Wenders			
ACTION BY	REPORT NAME	TYPE		UPDATE TIMESTAMP
BETTY	Audit Log Access Report	Audit Log Access Report		5/28/2004 8:52:34AM
BETTY	Audit Log Access Report	Audit Log Access Report		5/28/2004 8:53:20AM
BETTY	Audit Log Access Report	Audit Log Access Report		5/28/2004 8:53:30AM